



Candidate Contribution Tool

Stripe Payments Sign-Up Instructions

By opening an account with Stripe, you may begin to use the NYC Votes Candidate Contribution Tool to collect contributions for your campaign. Your relationship with Stripe is separate from your relationship with the CFB; if you or your contributors have any differences with Stripe, you must resolve them with Stripe, not the CFB.

Stripe makes its Payments service available for all kinds of businesses. To ensure your contributions are processed and accounted for properly, please be sure to enter the proper information about your campaign committee.

After opening an account with NYC Votes, you will be prompted to set up a Stripe Payments account.

Please read these instructions carefully.

For questions about opening your account with NYC Votes, please refer to the [NYC Votes FAQ](#) document.

Stripe's sign-up process will have questions about your business, but if you answer the questions properly, it will work as intended with your campaign. Please see below for step-by-step instructions on completing your sign-up form with Stripe Payments.

1. YOUR PRODUCT

Your website: Enter the URL for your campaign website, e.g., www.sophia2013.net. If you do not have a campaign website, enter *NYCVotes.org*.

Tell us about your business: Describe your campaign committee's purpose, *i.e.* "I am collecting contributions through NYC Votes to support my candidacy for public office in New York City."

Your average payment: Select whichever choice best describes your anticipated average contribution. Most likely, this will be "\$10–\$1,000."

My business processes more than \$150,000 a month on average: Leave blank.

My business sells and ships physical products: Leave blank.

2. BUSINESS DETAILS

Country: Select "United States."

Your business type: Select the option that best describes your committee. If you registered with the IRS as a political committee, select "Non-profit." If your committee is incorporated select, "Corporation."

Legal name: Enter the committee name you provided on your Certification or Filer Registration with the CFB, e.g. "Sophia 2013."

EIN (Tax ID): Enter the EIN number you obtained from the IRS when opening your candidate committee. It should be nine digits and in this format: 12-1234567.

Business address: Enter your committee address. If you do not have a campaign office address, enter the address you used to register with the IRS.

3. YOU, THE COMPANY REPRESENTATIVE

This is the contact information Stripe will check to verify your personal identification. [See here for more information.](#)

Name: Enter the name of a person who will be affiliated with the campaign for the duration of the election. This should be the candidate, who is legally responsible for the campaign's activity.

Date of birth: Enter the contact person's birthdate. NYC Votes does not store this information.

Social Security Number: Enter the contact person's social security number. This is standard information requested by most credit card processors, used to verify your identity. NYC Votes does not store this information.

4. CREDIT CARD STATEMENT DETAILS

As Stripe notes, the business name and phone number you enter will appear on your contributors' credit card statements.

Business name: You may enter the committee's "Legal name" you entered above, or change/shorten it to a readily understandable name that will identify the charge to your contributors (e.g. "Sophia for City Council").

Phone: Enter a committee-designated phone number that will be available if your contributors have questions about a charge listed on their credit card statement.

5. BANK DETAILS

IMPORTANT: The information entered in this section must be your committee checking account.

Routing number: Enter the routing number for your committee bank account, which can be found on your committee checks or by contacting your bank. Your routing number should have nine digits.

Account number: Enter the account number for your committee bank account. This can be found on your committee checks, or by contacting your bank.

Once you are done entering information and you are certain it is correct, tap the blue button labeled "Authorize access to this account." You will be taken back to the NYC Votes application, and you are ready to begin accepting contributions!

For further information, you can consult [Stripe's support page.](#)